



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

**REGULAR COMMISSION MEETING MINUTES**

**May 18, 2017, 9:00 am**

Toftrees Golf Resort & Conference Center, One Country Club Lane  
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill  
Commissioner Michelle Beaver  
Commissioner Tim Heitzman  
Commissioner Chad Libby  
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin  
John Manning, Legal Advisor (PBPP)  
Ian Rowles, Recorder (PBPP)

**1. Call to Order and the Pledge of Allegiance**

**2. Review and approval of the Minutes of the previous meeting**

**MOTION: 1705:01**

Commissioner Shurtleff made a motion to approve the minutes from the March 16, 2017 Firearms Education and Training Commission meeting.

Commissioner Libby seconded.

Motion carries by unanimous voice vote.

**3. Announcements and Reports**

**Chairman Graybill**

- Chairman Graybill welcomed Commissioner Tim Heitzman to the Commission, and confirming everybody had met Commissioner Heitzman prior to the meeting.
- Chairman Graybill wanted to congratulate Legal Advisor Manning on his promotion to Deputy Chief with the office of the General Council.
- Chairman Graybill announced and wanted to recognize that former Advisor Bob McCullough retired from his position as Executive Director of the Adult Chief Probation Officer Association.

**MOTION: 1705:02**

Commissioner Libby made a motion to purchase a plaque to honor former Advisor McCullough.

Commissioner Beaver seconded.  
Motion carries by unanimous voice vote.

- Chairman Graybill wanted to discuss the possibility of changing meeting dates going forward, so Commissioner Maggi can attend a meeting.
- The Commissioners discussed their schedules in comparison with the schedules provided by Commissioners Grippo and Maggi.
- The 2017 meeting dates going forward remain the same for July 20<sup>th</sup> and September 20<sup>th</sup> but the meeting date in November got changed to November 2<sup>nd</sup>.

#### **Executive Director MacLaughlin**

- Executive Director MacLaughlin announced that FETC finished their CFI Course. He announced everybody did a fantastic job and are working on their training hours so they can become FETC CFI's.
- Executive Director MacLaughlin stated he would like to go into an Executive Session to discuss matters to brief everybody on topics.

#### **4. Executive Session**

There was an executive session to discuss personnel matters between 9:22am - 10:15am. Chairman Graybill, Commissioners Beaver, Heitzman, and Libby as well as Legal Advisor Manning and Commission Staff Rowles all attended.

#### **Executive Director MacLaughlin (continued)**

##### **MOTION: 1705:03**

Commissioner Libby made a motion that Jon Lester, from Susquehanna County, is required to attend remedial training of 12 hours. He has 90 days to complete that remedial training on the date of the letter submitted by Executive Director MacLaughlin to the Chief Probation Officer as a result of an incident on the Course 8 range.

Commissioner Shurtleff seconded.  
Motion carries by unanimous voice vote.

##### **MOTION: 1705:04**

Commissioner Shurtleff made a motion stating James Warrick, from Fayette County, have his CFI status revoked for a minimum of one year due to an unauthorized discharge. Also, Executive Director MacLaughlin shall have discretion to impose remedial training and other sanctions if needed.

Commissioner Heitzman seconded.  
Motion carries by unanimous voice vote.

- Executive Director MacLaughlin, under the suggestion of Commissioner Heitzman, compared the FETC Course of Fire to the Federal and State Probation Course of Fire.
- Executive Director MacLaughlin mentioned that it is his opinion that the FETC Course of Fire is harder.

- Commissioner Heitzman stated that he has had shooters in his office go to State Parole where they went from 240/250 shooters to not losing a point on the State Parole Course of Fire on their first day.
- Executive Director MacLaughlin shared that the first two Basic Training range weeks shot the new Course of Fire. All 21 shooters passed the BTA, but when testing the new proposed Course of Fire 6 shooters failed.
- Commissioner Libby shared the scores from the Dauphin County annual requalification and out of 126 officers 16 failed the new proposed new Course of Fire. All 16 failed the second phase of the new proposed Course of Fire. He did mention that they had 5 shooters who did shoot the new proposed Course of Fire with a score of 300.
- Commissioner Libby suggested that he would rather see the total percentage to go up to 80 percent from the 75 percent it is at now.
- Commissioner Heitzman plans on shooting the new proposed Course of Fire in June, looked back at the previous years qualifications and saw that he would have around 8 shooters fail. He is worried that it could damage smaller counties, especially those that require a mandatory carry policy.
- Commissioner Heitzman states that it doesn't make sense to have the 15 and 25 yard shooting hold the same weight as 7 yards and closer when stastically 95% of law enforcement shooters are 7 yards and closer.
- Executive Director MacLaughlin mentioned that it's just a test, that Con Ed training and other trainings can hone skills later.
- Executive Director MacLaughlin mentioned that himself and Commission Staff Rowles went up to Huntingdon County for the day to assist them in getting their program started and are now officially armed.
- Executive Director MacLaughlin reported that he went out to Allegheny County to assist and observe Mike Bowie for the classroom portion of their Basic Training. It complied with the Commissions request for somebody outside of Allegheny County to observe Mike Bowie. Executive Director MacLaughlin was impressed with both Mike Bowie and Brian Dunbar in their handling of the classroom.
- Executive Director MacLaughlin wanted to thank the Board for running the CFI Course.

### **Fiscal Report**

- The Commission didn't have any questions on the Fiscal Report and Executive Director MacLaughlin didn't have anything to report on the topic.

## **5. New Business**

### **Course 10**

- Executive Director MacLaughlin wanted to present the Course 10 to the Commission that the Curriculum Committee had been developing and making certain changes to it.
- Executive Director MacLaughlin shot the proposed course, and thought it was a well developed course. Only challenge would be getting indoor ranges since it is an adverse light training.

- Executive Director MacLaughlin was hoping to get approval for the course so they can run some train-the-trainers and start getting the course in the process of becoming offered in an upcoming contract.

**MOTION: 1705:05**

Commissioner Libby made a motion based upon the recommendation from the Curriculum Committee that Course 10, Adverse Light Training, be approved for the Curriculum Committee to hold a train-the-trainer on this proposed new course and to finalize the curriculum for continuing education credit for all certified officers. Commission Beaver seconded.

- Upon open discussion Chairman Graybill asked about possibility of addition expenses for the course.
- Executive Director MacLaughlin mentioned it could be hard for the Curriculum Committee to come up with an estimated expense amount since they won't meet for the rest of the year due to the Instructor Development courses.
- Due to the amount of expenses being open ended, Commissioner Libby suggested withdrawing the motion until the Curriculum Committee can figure out a rough estimate for expenses to run the course.
- Commissioner Libby withdrew his initial motion.
- Commissioner Beaver withdrew her second of the motion.
- Executive Director MacLaughlin mentioned that the Curriculum Committee would like the safety range rules to have the verbage state "shatter proof eye protection" instead of the current verbage of just "eye protection".
- Chairman Graybill suggested the verbage could read that the Commission can recommend the shatter proof eye protection instead of forcing that policy on all of the counties.
- Commissioner Libby stated his concern of changing the verbage and having shooters show up to Con Ed classes without shatter proof eye protection and having to be turned away.
- All the Commissioners also showed concern about shootings having to carry proof on them about perscription eyeglasses being shatter proof so they can participate on the range.
- Commissioner Libby recommended that the topic goes back to the Curriculum Committee and work on the wording on the proposed new verbage.
- Executive Director MacLaughlin wanted to bring to the attention to the Commission about a course that Fayette County attended and were hoping to get Con Ed credit for that course.
- Chairman Graybill mentioned that they didn't ask for approval prior to attending the training. For that reason the Commission would have to make an exception for them to get credit.
- Commissioner Beaver stated her concern about setting the precedent going forward since it would go against regulations to approve the training.

**MOTION 1705:05**

Commissioner Shurtleff made a motion that since the request from Fayette County is in conflict with the FETC regulations that the request is denied.

Commissioner Beaver seconded.

Motion carries by unanimous voice vote.

***Request for Renewal of CFI Status***

**Lee DeMarco** – Fayette County Adult Probation

**Richard Donnelly** – Allegheny County Adult Probation

**Michael Mastalski** – Philadelphia County Adult Probation

**Shawn Miller** – Adams County Adult and Juvenile Probation

**Shawn Rowe** – Dauphin County Work Release

**Bryan Thoman** – Adams County Adult and Juvenile Probation

**MOTION: 1705:06**

Commissioner Shurtleff made a motion approving Lee DeMarco from Fayette County Adult Probation, Richard Donnelly from Allegheny County Adult Probation, Michael Mastalski from Philadelphia County Adult Probation, Shawn Miller from Adams County Adult and Juvenile Probation, Shawn Rowe from Dauphin County Work Release, and Bryan Thoman from Adams County Adult and Juvenile Probation for renewal of CFI status.

Commissioner Beaver seconded.

Commissioner Libby abstained

Motion carries by voice vote.

***Request for Renewal of MI Status***

**Joseph Cockerill** – Philadelphia County Juvenile Probation

**MOTION: 1705:07**

Commissioner Libby made a motion approving Joseph Cockerill from Philadelphia County Juvenile Probation for renewal of MI status.

Commissioner Heitzman seconded.

Motion carries by unanimous voice vote.

- Executive Director MacLaughlin did state he has the paperwork for a CFI to become a Master Instructor, but an application was never sent it.
- The Commission recommended that the select officer sends in his Master Instructor application and that the Curriculum Committee review the application before they make a decision on it.
- Executive Director MacLaughlin wanted to bring to the attention of the Commission that Allegheny County has completed their requirements for Mike Bowie's MI status and he will be a MI going forward.

**6. Public Comment and Questions**

No public attendance.

## 7. Adjournment

### **MOTION 1705:08**

Commissioner Libby made a motion to adjourn.

Commissioner Heitzman seconded.

Motion carries by unanimous voice vote.

Meeting adjourned at 11:13 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on May 14, 2017.

Minutes submitted by Ian Rowles, Recorder, PBPP